

POLICE CRIME SCENE SUPERVISOR

DISTINGUISHING FEATURES

The fundamental reason the Crime Scene Supervisor exists is to supervise the Crime Scene Specialist Unit and provide support in the investigations of crime scenes. This classification performs responsibilities under general direction from the Forensic Services Division Manager.

ESSENTIAL FUNCTIONS

Supervises the work of the Crime Scene Specialists providing training, coaching and counseling. Resolves problems, streamlines work, and makes changes to procedures as necessary. Monitors calls for service and responds to scenes to observe work of subordinates and ensure effective deployment. Monitors the work of staff and prepares employee evaluations.

Prepares duty schedules and rosters; develops training materials and arranges for in-service training programs.

Develops and maintains the unit's operational budget and prepares Capital Improvement Project requests for approval.

Performs administrative and technical reviews of employee work to ensure conformance with established procedures and safety standards. Review reports, separate and disseminate reports and copies to Records and appropriate bureaus. Develops and administers unit rules, policies and procedures. Compiles monthly statistical data on employee performance and produces a monthly report.

Communicates with department supervisors and CSS personnel working various shifts, including nights and weekends, regarding requests for call-outs, various employee issues, and questions arising from calls for service. Resolves problems within the Unit, as well as issues that arise between CSS personnel and other department employees. Performs investigations regarding employee-conduct and prepares reports to internal affairs.

Participates in the investigation of all types of crime scenes. Collects and preserves physical evidence such as body fluids, hair and fibers, weapons and other materials in sometimes stressful and unpleasant environments. Performs all duties of a Police Crime Scene Specialist.

Prepares and utilizes various chemicals, powders and compounds utilized in a photographic and forensic laboratory.

Trains new crime scene specialists in policies and procedures as well as processing techniques. Provides training to established crime scene personnel regarding updated processing techniques.

Photographs crime scenes and evidence as well as postmortem examinations, dusts for and completes lifts for fingerprints, casts shoe impressions, and other evidence preserving techniques as required.

Prepares written crime scene reports both handwritten and by using a computer terminal.

Conducts interviews, both in person and over the phone with victims, detectives, and the public to gain relevant information. May testify in court.

Carries a pager and department issued cell phone and must be accessible to employees.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Supervisory skills and techniques.

ASCLD/LAB certification criteria for crime scene units.

Standard fingerprinting techniques including, development, transfer and classification of latent prints, including chemical processes and hazards.

Considerable knowledge of the principles and techniques of black and white and color photography including camera operation under all lighting conditions, films, materials, processing, enlarging and printing and digital imaging

Considerable knowledge of the methods and procedures of physical evidence collection, processing and preservation. Safety hazards and procedures.

Basic fingerprint classification and identification; latent fingerprint techniques and comparison.

Buried body recovery.

Blood pattern documentation and interpretation.

Death investigations and homicide investigations.

Crime scene management.

Safe firearms handling.

Evidence record keeping requirements and methods.

Court procedures regarding providing testimony on fingerprints and photography.

Mechanical, optical, and electronic equipment routine maintenance and minor repair.

Ability to:

Handle a variety of assignments often under stressful conditions.

Be available on a 24/7 basis for personnel working various shifts; carry a pager and cell phone.

To work outdoors for extended periods of time in all types of weather conditions

Operate a compute terminal, two-way radio, and MDT; bend, stoop and lift objects to perform tasks.

Obtain a valid AZ Driver's license with no major driving citations within the past 39 months

Work rotating shifts including nights, weekends and holidays.

Acquire and apply standard and new techniques for the development, processing and preservation of latent fingerprints and physical evidence.

Handle all requirements of the position of Police Crime Scene Specialist in addition to supervisory duties.

Development, supervision and conducting of training programs.

Proctoring competency and proficiency tests.

Developing written operation manuals and procedures.

Develop and maintain a budget.

Prepare clear and concise oral and written reports and communications and to maintain accurate records of work activities.

Present accurate and professional expert testimony in court.

Establish and maintain effective working relationships with associate personnel, Federal, State, and Regional law enforcement agency personnel, court personnel, and the public.

Education & Experience

Requires a minimum of five (5) years experience working in Crime Scene processing in a police environment and four (4) years in a supervisory capacity. Minimum eighty (80) hrs. basic crime scene investigation and forty (40) hours advanced crime scene investigation is required. A bachelor's degree in in a natural science, forensic science, criminal justice or a closely related field is required with the completion of a minimum of eight (8) semester hours of chemistry related course work. Must have experience in ASCLD/LAB certification requirements. Ability to obtain Crime Scene Technician certification through the International Association of Identification within two-years of hire is required.

FLSA Status: Non-Exempt

HR Ordinance Status: Unclassified